

**CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.10**

BOARD POLICY

San Mateo County Community College District

Subject: Interim BP 4.10 Telework Program

Policy References: Government Code Sections 14200 - 14203

This Interim Board Policy authorizes a District Telework Program that is optional and available for positions meeting specific eligibility requirements as outlined in Interim Administrative Procedure 4.10.1. The Telework Program shall include an option for a 4-1 work week. Any exceptions or modifications to those options must be approved by the Chancellor or College President, as appropriate. Exceptions or modifications are only available for positions or job functions that are not student-facing. At no time shall the District Interim Telework Program detract from the availability of in-person, timely services to students.

An effective Telework Program benefits the District as a strategy to increase operational resilience and talent management to benefit the District's Strategic Plan and Goals. Telework is not an employee right or entitlement and may not be operationally feasible for specific job functions. Determining which job functions are eligible for the Telework Program is subject to management discretion, based on student and operational needs, and is made on a case-by-case basis. The District maintains the right of assignment.

District and College authorities, in conjunction with the Office of Human Resources, shall implement the Telework Program authorized by this policy and outlined in the Interim Administrative Procedure approved by the Chancellor, per Board Policy 2.06.

